

Edit or Cancel an Already Submitted or Approved Application

NCAA certification is granted based on the specific information submitted on the application. If ANY of the information in the application changes (location, dates, times of games, number of educational sessions, etc.) or if the event/league is cancelled, that information must be reported to ECAG no later than 48 hours prior to the scheduled start of the event/league to avoid penalties.

**All changes must be communicated in writing to ECAG
48 hours prior the event/league to avoid penalties.**

Information submitted online will be time and date stamped by the online system. All information submitted to ECAG that cannot be submitted via the online process must be submitted in writing and NOT verbally by phone. It is recommended that all documents be sent to ECAG via some type of traceable delivery (i.e., FedEx, DHL, UPS, certified mail, etc.) as it is the operator's responsibility to verify and produce proof of a timely submission. It is advisable

- If documents are sent via e-mail, mark them for a read and delivery receipt and keep that verification as proof of successfully submitting the information.
- If the documents are sent via facsimile, keep verification of the transmission.

Again, all deadlines are strictly enforced. See: [Deadline](#).

To Make Changes:

1. Log in to the [Basketball Certification Online System](#) (BBCS) and chose the Operator path.
2. Click the link in the Application Status column next to the event name you need to edit.

Activity Name	Application Type	Participant Gender	Season	Start Date	Application Status	Event Review Status
	League & Event	Men's	S	05/09/2014	Submitted	Not Started

3. Scroll to the bottom of the application summary page and click on the [Unsubmit Application](#) button.

Application Submittal

Will you ensure no team's roster includes more than two basketball student-athletes with remaining eligibility from the same two-year or four-year college (other than a Division II or III member institution)?" Yes

For each student-athlete, will you verify prior to participation that all league games be played within 100 air miles of either the student-athlete's city of official residence or the institution the student-athlete last attended? Yes

Will the league receive revenue from admission fees for games; raffles or similar activities; live television or radio broadcasts; or parking fees to attend games? Yes

Will you ensure all individuals involved in coaching activities will be approved in accordance with guidelines established by the NCAA prior to participation? Yes

For Team events, shall you ensure that all Teams have complied with the adjoining-state rules? Yes

[Unsubmit Application](#)

4. Make the necessary changes.
5. Click the Submit. You will be required to answer the legislative questions again.
6. Re-attach the Proof of Insurance. Every time you unsubmit an application, the attachments will be deleted and need to be re-attached.

7. Click the final Submit button. **DO NOT FORGET TO RESUBMIT!** If you don't, the application will remain in a Not Submitted state. The online application is not considered submitted until the "Event Approval Status" column has changed from NOT SUBMITTED to **SUBMITTED**. Although all of the information may have been entered online, until the operator clicks the final "submit" button the application has not officially been submitted and will not be processed. Leaving the application in a NOT SUBMITTED state will result in the denial of the application.

Activity Operator Main

ACTIVITY APPLICATIONS SUMMARY

A new Activity Application row is added by clicking the Create Activity button.

Activity Name	Application Type	Participant Gender	Season	Start Date	Application Status	Event Review Status
Testing Insurance Upload	Event	Men's	S	04/01/2009	Denied	Not Started
Pending has changed to NOT SUBMITTED	Event	Women's	R	04/20/2009	Not Submitted	Not Started
SP - Test App for status designations	League	Men's	R	06/17/2009	Submitted	n/a
AM - TEST	League & Event	Men's	R	07/01/2009	Approved	Submitted

Event Year

To Cancel:

1. Log in to the BBCS and chose the Operator path.
2. Click the link in the Application Status column next to the event name you want to cancel.
2. Choose the Cancel Activity button at the top of the application. Note: **This cannot be reversed.**

Activity Application Summary for Activity Operator

Activity Name	Test League
Activity Type	League & Event
Dates of Competition	06/15/2006 to 07/28/2006
Website	
Reduced Entry Fees	Yes
Participant Employment Program	Yes
Awards	Yes

Activity Submitted on 03/08/2006 12:34 PM by scp.